

**KINGMAN COUNTY  
KANSAS**

***Personnel Policy Manual***

Policy #25  
Use of County-owned Vehicles

Commission Approved  
Date: 11/13/2017

**25: Use of County-owned vehicles:**

*Sheriff Office and Public Safety Officers are not subject to this policy. See Section 13.0 and 13.1 of the Sheriff Office Policy and Procedure Manual.*

- 25.1 All county-owned vehicles will be adequately insured and department heads are responsible for any designated inspections as required by law with the Department of Transportation. Each department head is responsible for keeping county-owned vehicles in good operating condition and shall report immediately any non-routine maintenance needs to the Board of County Commissioners (BOCC).
- 25.1.1 No county-owned vehicle shall be loaned, leased, or subcontracted to any person, group, or organization except as permitted by law and with the prior written approval of the BOCC.
- 25.1.2 No county-owned vehicle shall be used by any employee for any personal purposes or transport any non-county employee outside the scope of regular county business without the prior approval of the BOCC. (Contact Human Resource Administrator for the required forms for approval.)
- 25.1.3 The mileage traveled by employees who drive County-owned vehicles to and from work is considered a taxable fringe benefit and said benefit shall be shown as income as required by Federal Law and IRS regulations. Employees who are issued a county vehicle are required to complete a daily log of all miles traveled verifying both personal and business use. The County has adopted the IRS "Commuting Rule" as is presently allowed under IRS regulations. **Section 25.3 of this policy addresses information to be recorded on use forms.**
- 25.2 Vehicle Use and Driver's License Requirements: Employees who operate county owned vehicles shall have and maintain the appropriate licenses and permits. Employees shall self-report any traffic citations they receive to their department head within twenty-four (24) hours after a citation is issued. An employee who fails to maintain necessary licensure or fails to report any traffic citations shall be subject to disciplinary action up to and including termination of employment as determined by the BOCC.
- 25.2.1 Employees shall not operate county vehicles within 8 hours after consuming, or

while under the influence, of alcohol or drugs.

25.2.2 Employees will comply with all local laws governing the use and operations of motor vehicles.

25.2.4 Smoking is not permitted in any vehicle owned or leased by the county.

25.2.5 Use of cell phones or two-way radios while operating a vehicle is dangerous. Employees shall refrain from using cell phones or other communication devices while driving. If acceptance of a call is necessary while the employee is driving, the employee should proceed to a safe location off the road and safely stop the vehicle while conducting business. U.S. Department of Transportation bans all hand – held cellphone use by drivers of commercial vehicles.

25.2.6 All drivers and passengers in county owned vehicles shall use seat belts as is required by Kansas law.

25.2.7 All county vehicles must display at all times a "County Vehicle" sign on both driver's and passenger's sides of the vehicle.

25.2.8 It is strictly prohibited to drive public (County) vehicles to and from work sites/locations for the purpose of breaks or lunch. The only exceptions are unless the employee is already away from the employee's home office in a public vehicle, or unless the employee is permanently assigned to a County vehicle. Be sure to minimize miles traveled to and from work location and not to exceed time allowed for lunch.

25.3 Mileage and Information to Be Reported: Employees shall record and report vehicle use of both personal and business use on a "Mileage Log" provided by each department and filed with the Kingman County Payroll Clerk or Department Head as required and applicable.